

## CHAPTER 4

### WATCH ORGANIZATION

#### 400. ESTABLISHMENT OF WATCHES

a. A watch is defined as any period of time during which an individual is assigned specific, detailed responsibilities on a recurring basis. Watches on board ships are set both in port and underway. The Commanding officer will establish the watches necessary for the safety, security, and proper operation of the command.

b. On board ships, the watch of the Officer of the Deck (OOD) and the Engineering Officer of the Watch (EOOW) will be regular and continuous, except as provided herein.

c. In units not underway, the Commanding Officer may authorize, subject to restrictions imposed by a senior in the chain of command, the standing of a day's duty in lieu of regular and continuous watches.

#### 401. ASSIGNMENT OF WATCH OFFICERS

a. Within these regulations, a watch officer is one regularly assigned to duty in charge of a watch or portion of a watch. Subject to restrictions imposed by a senior in the chain of command or by regulation, a Commanding Officer may assign to duty in charge of a watch or to a day's duty any commissioned or warrant officer under his/her authority whom he/she deems qualified. Medical, Medical Service, Nurse, Dental, and Chaplain Corps personnel may not be assigned watches or duties not related to medical, dental, or religious functions respectively. Normally officer watch assignments are proposed by the Senior Watch Officer and approved by the Commanding Officer.

b. Marine officers below the grade of major may be assigned as Officer of the Deck (OOD) in port. Marine officers on the junior watch list may stand Junior Officer of the Deck (JOOD) at sea.

c. At times when the number of commissioned or warrant officers qualified for watch standing is reduced to an extent which may interfere with proper operation of the command or cause undue hardship, the Commanding Officer may assign to duty in-charge-of-watch, or to stand a day's duty (subject to such restrictions as may be imposed by a senior in the chain of command or by regulation) any petty officer or non commissioned officer who is subject to his/her authority and is, in the

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opinion of the Commanding Officer, qualified for such duty. On board ship, unless otherwise authorized by the Chief of Naval Operations, the assignment of enlisted personnel to a day's command duty will be limited as described in U. S. Navy Regulations, 1990, paragraph 0803.

#### 402. STATION OF WATCH OFFICERS

a. Unless otherwise prescribed by the Commanding Officer, the watch officer's station will be where he/she can best perform the duties assigned and supervise those on watch under him/her.

b. When authorized and not at the above station, the watch officer will be ready to appear when summoned.

c. Conduct the watch in a smart and military manner.

403. GENERAL DUTIES OF WATCH OFFICERS AND WATCHSTANDERS. The following provides general guidance for all watch officers and watchstanders. Each person on watch will:

a. BE RESPONSIBLE FOR ENSURING THE PROPER PERFORMANCE OF ALL DUTIES OF THE WATCH. ALL SUBORDINATE WATCHSTANDERS WILL BE SUBJECT TO ORDERS OF THE WATCH OFFICER OR A WATCHSTANDER IN CHARGE OF SPECIFIC DUTIES OR PERSONNEL.

b. REMAIN RESPONSIBLE FOR THE WATCH AND REMAIN AT THE STATION UNTIL PROPERLY RELIEVED OR SECURED BY PROPER AUTHORITY. THE WATCHSTANDER WILL OBEY ALL ORDERS AND REGULATIONS AND WILL REQUIRE THE SAME OF ALL SUBORDINATES ON WATCH. THE WATCHSTANDER WILL INSTRUCT THEM ON THE PERFORMANCE OF THEIR DUTIES AND SHALL ENSURE THAT THEY ARE AT THEIR STATIONS, ALERT, AND READY FOR DUTY. WATCHSTANDERS WILL TRAIN THEMSELVES AND SUBORDINATES TO FORESEE SITUATIONS WHICH MAY ARISE AND TO TAKE TIMELY, REMEDIAL ACTION.

c. CONDUCT ONESELF IN A SMART AND MILITARY MANNER BEFITTING THE STATURE OF A PERSON ON WATCH.

d. USE PHRASEOLOGY CUSTOMARY TO THE SERVICE WHEN ISSUING ORDERS AND MAKING REPORTS.

e. DEMAND FORMALITY IN ALL RELATIONSHIPS.

f. PROMPTLY INFORM THE APPROPRIATE PERSONS OF MATTERS PERTAINING TO THE WATCH WHICH ARE NECESSARY TO THEIR DUTIES.

g. CONDUCT REQUIRED INSPECTIONS OF THE WATCH TO ENSURE THEIR PROPER PERFORMANCE, AS DIRECTED HEREIN AND AS AMPLIFIED BY THE COMMANDING OFFICER.

h. PRIOR TO RELIEVING THE WATCH, THE RELIEVING WATCH OFFICER SHALL BECOME THOROUGHLY ACQUAINTED WITH ALL MATTERS REQUIRED FOR THE PROPER PERFORMANCE OF HIS/HER DUTIES. HE/SHE SHALL DECLINE TO RELIEVE THE PRECEDING WATCH OFFICER SHOULD ANY SITUATION EXIST WHICH JUSTIFIES SUCH ACTION UNTIL THE COMMANDING OFFICER OR OTHER COMPETENT AUTHORITY HAS BEEN ADVISED AND HAS PROVIDED GUIDANCE.

404. WATCHSTANDING PRINCIPLES. THE FOLLOWING WATCHSTANDING PRINCIPLES MUST BE PRACTICED:

a. WATCHSTANDERS WILL RECEIVE SUFFICIENT TRAINING TO PERFORM THE DUTIES OF THE WATCH STATION PRIOR TO ASSIGNMENT.

b. WATCHSTANDERS WILL BE FULLY ATTENTIVE TO THE DUTIES AND RESPONSIBILITIES OF THE ASSIGNED WATCH STATION.

c. WATCHSTANDERS WILL FREQUENTLY REVIEW ALL OF THE EMERGENCY PROCEDURES OF THEIR WATCH STATION IN ORDER TO BE READY TO EXECUTE EMERGENCY PROCEDURES WITHOUT DELAY.

d. WATCHSTANDERS WILL NOT LEAVE THEIR WATCH STATION UNLESS PROPERLY RELIEVED OR SO ORDERED BY THE OFFICER IN CHARGE OF THE WATCH STATION.

e. THROUGHOUT THE WATCH, A WATCHSTANDER WILL KNOW TO WHOM IN THE WATCH ORGANIZATION HE/SHE REPORTS AND ALL WATCHSTANDERS WHO REPORT TO HIM/HER.

f. WHILE ON WATCH, WATCHSTANDERS WILL NOT BE ASSIGNED OR ASSUME ANY OTHER DUTIES WHICH MAY DISTRACT THEM FROM THEIR WATCH FUNCTION.

g. MEMBERS OF PATROLS AND SENTRIES SHALL REPORT ALL VIOLATIONS OF THE UNIT'S REGULATIONS, DIRECTIVES, AND OTHER BREACHES OF GOOD ORDER AND DISCIPLINE; shall try to the utmost to suppress such violations; SHALL REPORT ANY KNOWN OR PROBABLE VIOLATION OF SAFETY PRECAUTIONS OR SAFETY REGULATIONS; shall try to the utmost to suppress such violations and other malpractice which may endanger the safety or security of a naval unit and its personnel. ALL WATCHSTANDERS AUTHORIZED TO CARRY ARMS SHALL BE INSTRUCTED ON THE FOLLOWING ORDERS TO SENTRIES AND THE CIRCUMSTANCES UNDER WHICH A WEAPON MAY BE FIRED. WATCHES REQUIRING THE CARRYING OF ARMS WILL BE ASSIGNED ONLY TO PERSONS WHO HAVE BEEN TRAINED IN THE FIRING OF THE WEAPON ASSIGNED.

405. ORDERS OF THE SENTRIES

a. Take charge of this post and all government property in view.

b. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.

c. Report all violations of orders I am instructed to enforce.

d. Repeat all calls from any post more distant from the guard house (quarterdeck) than my own.

e. Quit my post only when properly relieved.

f. Receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Day, Officer of the Deck, and officers and petty officers of the watch only.

g. Talk to no one except in the line of duty.

h. Give the alarm in case of fire or disorder.

i. Call the Corporal of the Guard or Officer of the Deck in any case not covered by instructions.

j. Salute all officers and all colors and standards not cased.

k. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.

#### 406. USE OF DEADLY FORCE

a. CONDITIONS UNDER WHICH SECURITY FORCE PERSONNEL MAY USE DEADLY FORCE. Deadly force is that force which a person uses with the purpose of causing - or which he/she knows, or should know, would create a substantial risk of causing - death or serious bodily harm. (General guidance on the use of deadly force is contained in SECNAVINST 5500.29B and OPNAVINST 5580.1, Law Enforcement Manual). Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

(1) SELF-DEFENSE. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.

(2) **PROPERTY INVOLVING NATIONAL SECURITY.** When deadly force reasonably appears to be necessary to prevent the threatened theft of, damage to, or espionage aimed at property or information specifically designated in writing by a commander or other competent authority as vital to the national security; to prevent the actual theft of, damage to, or espionage aimed at property or information which - though not vital to the national security - is of substantial importance to the national security; or to apprehend or prevent the escape of an individual whose unauthorized presence in the vicinity of property or information vital to the national security reasonably appears to present a threat of theft, sabotage or espionage. Property will be specifically designated as vital to the national security only when its loss, damage or compromise would seriously prejudice national security or jeopardize the fulfillment of an essential national defense function.

(3) **PROPERTY NOT INVOLVING NATIONAL SECURITY BUT INHERENTLY DANGEROUS TO OTHERS.** When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which in the hands of an unauthorized individual presents a substantial, potential danger of death or serious bodily harm to others.

(4) **SERIOUS OFFENSES AGAINST PERSONS.** When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (such as murder, armed robbery, aggravated assault or rape).

(5) **DETENTION, APPREHENSION, AND ESCAPE.** When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to effect the detention, apprehension, or prevent the escape of a person likely to cause death or serious bodily harm to another.

(6) **LAWFUL ORDER.** When directed by the lawful order of a superior authority who shall be governed by the provisions set forth herein and by SECNAVINST 5500.29B.

b. In order to comply with local law, a Commanding Officer may impose further restrictions on the use of deadly force if in his/her judgment such restrictions would not unduly compromise important security interests of the United States.

c. **ADDITIONAL CONSIDERATIONS INVOLVING FIREARMS.** If, in any of the circumstances set forth above it becomes necessary to use a firearm, the following precautions will be observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm:

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(1) An order to halt will be given before a shot is fired. Firing a warning shot is a safety hazard and is prohibited.

(2) Shots will not be fired if they are likely to endanger the safety of innocent bystanders.

(3) Shots will not normally be fired from a moving vehicle.

d. REFERENCES

(1) OPNAVINST 5530.14B, Department of the Navy Physical Security and Loss Prevention Manual.

(2) SECNAVINST 5500.29B, Use of Force by Personnel Engaged in Law Enforcement and Security Duties.

(3) OPNAVINST 5580.1, Law Enforcement Manual.

407. LENGTH OF WATCH AND ROTATION. The length of time for continuous watches is normally four hours. However, the length of assignment to a watch should be based on the conditions under which the watch will be stood. *THE OFFICER IN CHARGE OF A WATCH STATION SHALL ENSURE THAT WATCHSTANDERS ARE ROTATED FREQUENTLY ENOUGH TO STAND AN EFFECTIVE WATCH.*

a. The standard watches in Navy units are:

0000-0400	Mid Watch
0400-0800	Morning Watch
0800-1200	Forenoon Watch
1200-1600	Afternoon Watch
1600-1800	First dog Watch
1800-2000	Second dog Watch
2000-0000	Evening Watch

b. In-port duty personnel are normally assigned a day's duty from 0800 to 0800 the following day. Duty personnel may also be assigned specific four-hour watches during the duty day.

410. DEVELOPING A WATCH ORGANIZATION. Operational requirements are considered first in developing a watch organization. Based on these requirements, functions and responsibilities of personnel are delineated in writing. The watch organization must also be based on capabilities of personnel and the wishes of commanding officers and department heads. No firm guidance for individual units can be presented. However, the basic organization charts shown in this chapter may be used to develop more

detailed organizational plans. The unit watch organization should be charted and explained in the unit's organization book to ensure that personnel know their responsibilities and relationships while on watch. Ship Manning Documents (SMDs) and Naval Warfare Publications (NWP, particularly the NWP 65 series) provide significant input to the watch organization.

#### 411. ASSIGNMENTS TO WATCHES

a. Departments aboard ship are responsible for specified watches, and department heads are responsible for the supervisory duties. When one department has insufficient personnel to staff all stations in a specified condition of readiness, the Executive Officer may require other departments to supplement some stations. Personnel should be assigned during Condition III watch to stations that they will man during Condition I.

b. For watches which are not the responsibility of a single department (quarterdeck, and so forth), department heads will assign the required number of personnel and the Senior Watch Officer will be responsible for that watch bill. These types of watches are not included in the Watch, Quarter, and Station Bill but are published periodically in an approved and signed watch bill and in the Plan of the Day.

c. On nuclear-powered ships, the assignment of engineering department key watches will be as defined in the Engineering Department Manual for Naval Nuclear Propulsion Plants (NOTAL).

412. SETTING THE WATCH. Setting the watch will occur upon a change of watch condition within the ship such as getting underway, mooring, and changing the condition of readiness. Personnel responsible for setting the watch must make the watch station ready to function as rapidly as possible and ensure that necessary equipment, material, and subordinate personnel are on station.

#### 413. RELIEVING THE WATCH

a. RULES FOR RELIEVING THE WATCH. Relieving the watch will be controlled and precise. The ability to handle casualties and tactical decisions is significantly reduced during the transition period between watches. Accordingly, the following rules will apply:

(1) The relieving watch will be on station in sufficient time to become familiar with equipment conditions and the overall situation and still relieve on time.

(2) The relieving watch will inspect all spaces and equipment as required by the Commanding Officer before relieving the watch.

(3) If practical, the relieving watch will examine all applicable equipment log readings on the station since he/she last had the watch, noting any unusual variations such as voltages, pressures, and temperatures. Such variations will be discussed and resolved prior to watch relief. (Check that the preceding watch has completed the log sheets as required.)

(4) The relieving watch will read the remarks sections of applicable logs from the last time that he/she was on watch (or from the time of getting underway, plant start-up, equipment light-off; or for the preceding three watches if continuity of watches has been interrupted), carefully noting and discussing unusual conditions, deviations, or other matters of importance.

(5) Both the relieved watch and the relieving watch are responsible for ensuring that the relieving watch is completely aware of all unusual conditions. These include tactical situations, equipment out of commission or in repair, personnel working aloft, outstanding orders, deviations from normal plant or equipment line-up, forthcoming evolutions (if known), and any other matters pertinent to the watch.

(6) The relief will be executed smartly under the following guidelines:

(a) Permission is obtained from the appropriate watch supervisor to relieve the watch.

(b) Relief reports, "Ready to relieve."

(c) Person being relieved gives a status report of the watch section.

(d) Relief tours the watch station.

(e) Person being relieved completes briefing of relief (including unexecuted orders and anticipated evolutions) and answers any questions.

(f) When the relief is fully satisfied that he/she is completely informed regarding the watch, he/she relieves the watch by saying, "I relieve you."

(g) Responsibility for the watch station then shifts to the oncoming watchstander, and the person being relieved states, "I stand relieved."

(h) The person assuming the watch will report his/her relief to the same person from whom permission was requested to relieve.

(i) On stations where a log is maintained, the log will be completed and signed by the offgoing watchstander before leaving the watch station.

(7) The relief of the Engineering Officer of the Watch shall be conducted following the procedures listed in the Engineering Departmental Manual for Naval Nuclear Propulsion Plants (OPNAV C9210.2 (NOTAL)) (when applicable).

b. CONTINUITY OF CONTROL AND KNOWLEDGE. THE OOD, DIVING OFFICER OF THE WATCH, AND THE EOOW WILL NOT RELIEVE UNTIL THE WATCH DIRECTLY UNDER THEIR COGNIZANCE HAS BEEN PROPERLY RELIEVED. This will help provide for continuity of control and knowledge in case of a casualty during the transition period. AT NO TIME WILL THE TWO SENIOR (KEY) PEOPLE OF A WATCH AREA BE IN THE PROCESS OF TRANSFERRING THE WATCH AT THE SAME TIME.

c. PATTERN OF RELIEF. The specific lead times for ensuring proper relief of members of the watch is flexible and may be reduced during quiet periods, but the sequence of relief is firm. The general pattern of relief will be:

(1) One-half hour before the hour - Oncoming watch is on station to make inspection, read logs and turn-over sheets, and obtain information from relief.

(2) Fifteen minutes before hour - Watch members are relieved.

(3) On the hour - Supervisors relieve (OOD, EOOW, etc.).

420. THE DECK AND ENGINEERING LOGS. NO ERASURES SHALL BE MADE IN THE DECK LOG, MAGNETIC COMPASS RECORD, ENGINEERING LOG, OR ENGINEER'S BELL BOOK. WHEN A CORRECTION IS NECESSARY, A SINGLE LINE SHALL BE DRAWN THROUGH THE ORIGINAL ENTRY SO THAT THE ENTRY REMAINS LEGIBLE. THE CORRECT ENTRY SHALL THEN BE INSERTED SO AS TO ENSURE CLARITY AND LEGIBILITY. CHANGES SHALL BE MADE ONLY BY THE PERSON REQUIRED TO SIGN THE RECORD FOR THE WATCH AND SHALL BE INITIALED BY HIM/HER ON THE MARGIN OF THE PAGE. SHOULD THE COMMANDING OFFICER DIRECT A CHANGE TO ONE OF THE FOREGOING RECORDS, THE PERSON CONCERNED SHALL COMPLY, UNLESS THE PROPOSED CHANGE IS BELIEVED TO BE INCORRECT. IN SUCH EVENT THE COMMANDING OFFICER SHALL ENTER SUCH REMARKS ON THE RECORD OVER HIS/HER OWN SIGNATURE. AFTER THE COMMANDING OFFICER SIGNS A LOG, NO CHANGES SHALL BE MADE WITHOUT HIS/HER PERMISSION.